



Maple Valley City Update

April 11, 2016

Events & Activities

- Apr 6
 - Audit Committee
 - Planning Commission
- Apr 7
 - Citizen's Police Academy Begins
 - Library Advisory Board
- Apr 11
 - City Council Meeting
- Apr 19
 - Priority Based Budgeting Public Meeting--Community Development
- Apr 20
 - Audit Committee
 - Planning Commission
- Apr 22-23
 - Hooked On Fishing Derby
- Apr 25
 - City Council Meeting
- April 26
 - Public Safety Oversight Committee
- Apr 27
 - Parks & Recreation Committee
- Apr 30
 - Council Retreat



where is *your* food going?

JUST EAT IT.

A food waste story

"Eye-opening." "Smart, snappy" "Compelling and inspiring."

Did you know 133 billion pounds of food go uneaten each year in the US?

Thursday, April 28, 2016
7:00 pm
(Doors open at 6:00 pm)

Kentlake High School
Performing Arts Center
21401 SE Falcon Way, Kent 98042



2016 Goals & Objectives

ECONOMIC DEVELOPMENT

- Support the update of the City's zoning code and design regulations to reflect the City's vision as articulated in the updated Comprehensive Plan.
- Continue to work with the Tahoma School District to achieve its goal of opening the new high school/regional education center by August 2017 and to build a new Lake Wilderness Elementary School by 2018.
- Continue to work with the Tahoma School District to package the services of the new regional education center as an anchor to attract private commercial investment to locate living-wage jobs on the property adjacent to the new center.
- Hire an economic development coordinator for the City.
- Hold an economic development retreat with the City Council in the 1st quarter of 2016.

PARKS & RECREATION

- Facilitate process, with the Parks & Recreation Commission, to develop recreation facilities with appropriate partners to meet recreation demands from Maple Valley families through a voted bond initiative.
- Support the efforts of the same groups to craft a plan of action that will direct the projects funded by the passed voted-bond issue.
- Continue to support the community events that use the Lake Wilderness Park facilities throughout the year.

PUBLIC SAFETY

- Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract.
- Participate in localized emergency preparedness drills utilizing the City's newly updated Emergency Preparedness Plan and the new Emergency Operations Center.
- Work with the City Police Department and our new Domestic Violence Advocate to increase community awareness of the issues pertaining to domestic violence.
- Work with public/private partnership on establishing a men's transitional housing unit within SE King County to aid our growing population of homeless men, many of whom suffer from mental health and drug addiction issues.
- Increase patrols of our trails system in and around the City.

PUBLIC WORKS

- Continue to support the Public Works Department staff in its efforts with the 216th SE Avenue improvement project and the planning phase of the Witte Rd. Phase 4 project.
- Continue to support City staff's efforts to use programs that will keep Maple Valley NPDES compliant (goat mowing, pond improvements, community education).
- Continue to support the Public Works staff in efforts to improve water quality of storm runoff.
- Continue involvement in regional groups dealing with transportation issues.

QUALITY CITY SERVICES

- Continue to support the efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds.
- Continue strong participation in the Sound Cities Association and associated committees.

DEPARTMENT UPDATE

- The City Clerk's office supported three Council and two Planning Commission meetings in March
- Staff supported the Priority Based Budgeting meeting
- Shaunna attended the Washington Association of Public Records Officials training
- Shaunna, Jennifer and Carol attended Washington Municipal Clerks Association Annual Conference
- Jennifer has completed her training on the City's Contracts process to all staff
- Jennifer attended the 2016 Healthy Worksite Summit
- 50 passport applications were processed in March
- Staff processed five new Request for Disclosure of Public Records
- 150+ website updates and 18 Pet Licenses were processed in March

DEPARTMENT UPDATE

The Finance department continues to prepare for the arrival of representatives from the State Auditors Office on April 18th. The City's Comprehensive Annual Financial Report is in progress and will be complete prior to the auditor's arrival. Once they arrive, the Finance staff will be very busy for weeks responding to auditor questions, pulling requested documents to review, preparing schedules for the auditors, etc. It will be a very busy time for the Finance staff through early June, and this work is all in addition to the normal workload we have on a daily basis.

The first Budgeting by Priorities open house occurred on March 22nd. The topic for that meeting was Public Works. The next open house is on April 19th and Laura Philpot will be discussing Community Development programs. The Budgeting by Priorities website is live now. The URL is <http://www.maplevalleywa.gov/departments-services/finance/2016-priority-based-budgeting>. This web page also has a link to the community survey that was drafted to solicit feedback from citizens and businesses about their priorities for City provided services.

IT UPDATE

The IT Department has been spring cleaning! In doing so, we realized that some of our assets although no longer of use to us, could be of value to people in our community. The current surplus policy is, however, a bit complicated and cumbersome for IT hardware. We hope to work with staff on an updated version of the policy to take to Council for approval in the future. Our goal is that when we have things like old iPads (i.e. Council's Gen 1 iPads), that via the City Manager's approval the IT Department could surplus it to a community service organization through an agreed upon process. Or, that if the product has some "value" we could sell it at a reasonable cost to these community service organizations and/or fellow government agencies.



DEPARTMENT UPDATE

Disposal of electronics in general is not as easy as taking out the trash. Random things like ensuring SIM cards are taken out of old flip cell phones before sending them off to be recycled is important and tedious. But we learn from others' experiences. Once a city did not do this, their phones were recycled by a third party to a foreign country and the city ended up with a huge long distance bill! Michael is making sure all devices and hard drives are "wiped" clean of data, after going through a process to ensure all records are captured (if any). Then the hard drives are documented and properly shredded; the list is endless and we are grateful for our E-Recycler. The hardware clean-up doesn't even hold a candle to the digital clean up that is being done. With so many devices and just as many places for information to be stored about those devices, ensuring everything syncs with everything else is a pile of garbage all on its own. Active Directory, Exchange, Spiceworks (Helpdesk/IT Asset Software), Maas360 (mobile device management), Microsoft System Center, Malware Bytes and Finance Asset Management System, data is everywhere and we are working hard to make sure they all play nice together. This clean-up is not just because the IT Manager is a little OCD, but because having these things all correctly documented and synced up will help with Cyber Security, asset life cycling, budgeting and much more.

While spring cleaning we stumbled into the world of Google Analytics (how I stumbled there is too long of a story). The IT Department set up Google Analytics a few months ago, as our Website vendor no longer offered statistics via their content management program. While in there (Google), I saw some interesting information. I sent off a few reports to Greg Brown and needless to say, we knew we needed to meet quickly.

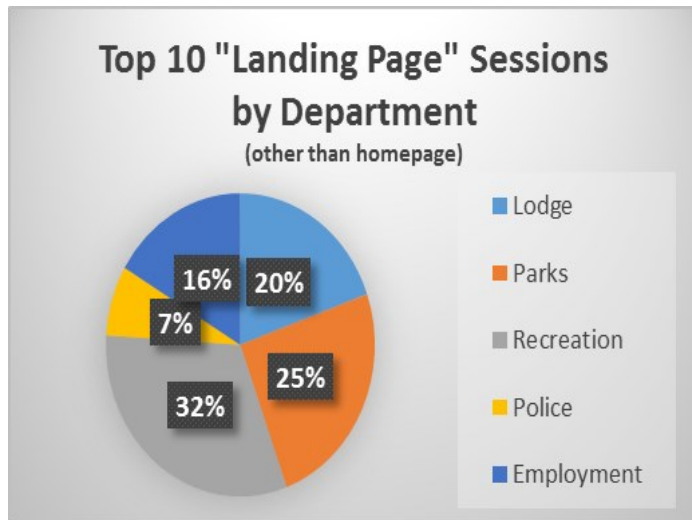


With only a few months of data the following could not be denied...Maple Valley loves its Parks & Recreation! But one of the things we noticed was that almost 65% of the traffic going to our website was going straight to one of the Parks & Recreation sub-pages (people most likely have it bookmarked or Googled Park/Rec directly). That means that all of that traffic has been bypassing the City's primary homepage...what's on the homepage you ask? **Only the information about the Park Bond!** We quickly worked with the Parks Admin Team to ensure that the "Park Bond Information" link was available not only throughout the Parks & Recreation sub-pages of the City's website, but also on the Registration website as well (this is a different site management software than our main City Website).



DEPARTMENT UPDATE

Everyone loves “stats”so here are a few things you might find interesting:



The “Landing Page” is considered the first page someone comes to at our domain, before they start drilling down into the site further. If we take the homepage out of the stats; there is no doubt that the top departments are Parks, Recreation and Lodge totaling almost 80% of our traffic. Employment is very high these past few months due most likely to the posting of all the summer positions for the Recreation Department. So technically I would even count part of the employment category as recreation traffic too. When looking at where the traffic goes from the main homepage (which now that I

am into Google Analytics, I’ve officially discovered the proverbial rabbit hole), the stats continue to back the above mentioned statistics. Here is a view into the rabbit hole, this is a look at the “flow” of someone going – “Home Page”, then to “Departments & Services”, and then the following screenshot is where they’ve gone next (Feb1-April4), note the percentages.

Primary Dimension: Page path level 2 Page Other	
Secondary dimension	Sort Type: Default
Page path level 2	Pageviews
	55,121 % of Total: 60.01% (91,856)
1. /parks-recreation/	37,311 (67.69%)
2. /human-resources/	4,524 (8.21%)
3. /police-department/	2,706 (4.91%)
4. /parks-recreation	2,538 (4.60%)
5. /community-development/	1,884 (3.42%)
6. /public-works/	1,419 (2.57%)
7. /police-department	1,201 (2.18%)
8. /contact-us	696 (1.26%)
9. /city-clerk/	357 (0.65%)
10. /community-development	335 (0.61%)

So of course... I became curious...just how are people getting to us. I know this won’t come as a big surprise, but Google. Googling is how most people get to us...in fact 55% of our traffic is by people googling things like “City of Maple Valley” or “Maple Valley Rec”. Followed by 25% of direct traffic to the homepage. (And yes, we were smart enough to filter out all traffic from City Hall and the Parks Department so this data does not include staff updating the website!). Coming in third place is Facebook.

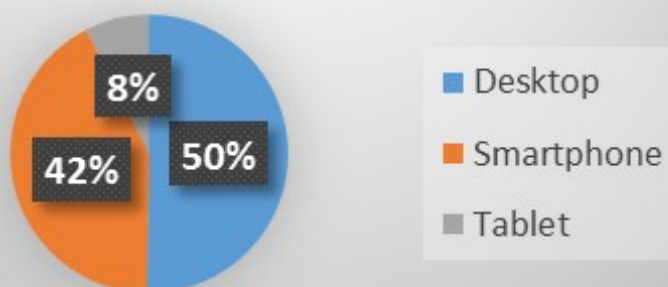
DEPARTMENT UPDATE

Facebook, in fact, is responsible for 40% of our "Referral" traffic. Referral Traffic is used to describe visitors to your website that come from a direct link on other websites, rather than directly from a search engine. This does bring to light that we live in an age where Google and Facebook are king. Currently the City of Maple Valley does have a Facebook page; however we use a 3rd party app that uses our RSS feeds from our main website to update Facebook (staff does not actively manage Facebook) thus these posts are considered a "secondary record". Due to public records, the City has tried hard to stay out of this arena. If we actively engage in using Facebook, it will now contain "unique" records that will need to be archived and managed. There is cloud software out there that can help with this, but again it adds another software and more records to manage for staff and more cost as these things are not free. But it seems that Facebook and social media aren't going anywhere and we might need to start taking a more serious look at this and addressing policies and procedures. If this is a service the citizens' desire for interaction with their government, then we might need to consider prioritizing it over other services along with the cost.



In fact, according to our Google Analytics, traffic to the City's website is almost 50% from mobile devices! This led us to look at our "Mobile Friendly" version of our City's main website and we realized...we've got changes to make. IT will be working closely with the City Clerk's department in the upcoming months to tackle this project. Much of what we can do is limited by our vendor unfortunately. There have been some updates recently to the content management software and we will see if any of those updates can help. It has most notably become apparent to us that since we have such high traffic aimed at Parks & Recreation and so much of that traffic is being done on a mobile device, we need to ensure that access to that is one of our main focuses.

Webpage Sessions by Device Type



STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

PARKS & RECREATION CAPITAL PROJECTS

Summit Park – P3

Staff has submitted all documents to BPA for draft master plan design review. Project will be brought forward for Council review and adoption once BPA has approved the master plan and the Parks & Recreation Commission has approved it. Costs are part of proposed park bond in 2016.

Lake Wilderness Park Beach House Remodel – P6

Due to delay in filling vacant staff positions, design work scheduled to begin 2nd quarter of 2016.

Miscellaneous Park Planning and Improvements – P13

Staff is working on plans to remodel the Parks & Recreation front office at the Lodge to make office space for new staff positions approved as part of the 2016 budget.

Lake Wilderness Golf Course Improvements – G3 & G5

Nothing planned in 2016. Improvements to club house and cart paths are part of proposed park bond in 2016.

Indoor Recreation Center – C1

Feasibility study to be scheduled in 2016.

Park Bond Measure

Park Bond Fact Sheet sent via mail to all City residents on March 15th. Parks & Recreation Commission is holding two open houses prior to the election on April 26th, both at the Lake wilderness Lodge.

- Wednesday March 23rd @ 7:00 pm
- Monday April 18th @ 7:00 pm

DEPARTMENT UPDATE

2016 Summer Event Dates

Staff is planning for another great summer of fun and activities in Lake Wilderness Park. Below are the dates and times of the major City events produced by the City's Parks & Recreation Department.

- June 25 **It's Get Out and Play Day**
 - Bike Challenge & Police Rodeo at 10:00 am
 - Swimming Beach Opens at 12:00 pm
- July 4 **Independence Day Family Picnic & Fireworks** from 4:00 - 10:30 pm
- July 23 **Kids' Festival** from 11:00 am – 4:00 pm

DEPARTMENT UPDATE

Music in the Park Concerts

- July 28 @ 6:30 pm - Country
- Aug 4 @ 6:30 pm – Popular music
- Aug 11 @ 6:30 pm – Folk/Rock/Soul
- Aug 14 @ 5:00 pm – Blues (**Burgers & Blues**)
- Aug 18, **Family Night** with a Magic Carpet Ride Theme
 - o Concert @ 6:30 pm – 50's & 60's favorites
 - o Movie @ 8:30 pm – Disney's classic from 1992 – "Aladdin"

Shakespeare in the Park

Two free plays will be held in Lake Wilderness Park in the Natural Amphitheatre. The plays will be offered through **GreenStage**, Seattle's longest-running Shakespeare Company. GreenStage is committed to presenting top-quality productions of classical theater in a public park setting.

The City of Maple Valley is pleased to have a title sponsor for this year's performances. Thank you to **Ankie and Dana from John L Scott**.



- **The Merry Wives of Windsor**
 - o Sunday, July 24th @4:00 pm
- **Cymbeline**
 - o Sunday, July 31st @4:00 pm

Playful City USA



Staff is in the process of completing an application for the City of Maple Valley to become designated as a "Playful City". This designation would bring national recognition to the City as a community that supports play for its children.

According to *Kaboom!* America's kids are playing less than any previous generation. Only one in four adolescents get the recommended 60 minutes of physical activity or active play per day, with the number of younger kids only slightly higher. Because of this, they are increasingly unhappy, unhealthy and falling behind: one in three kids is obese or overweight and one in five kids has a mental illness.

If the City's application is successful, the City will receive promotional materials and road signs to promote itself as a "Playful City" as well as opportunities to apply for grants that can be utilized to purchase play equipment.

STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

Witte Road Phase 3 (T28a)

Witte Road Phase 3 construction received substantial completion on November 18, 2015. The contractor, Sanders General Construction, finished with the remaining punch list items last week. Project closeout will be an agenda item at the City Council meeting on March 28th, after which the City will receive the final reimbursement from TIB (Transportation Improvement Board).

Witte Road Phase 4 (T28b)

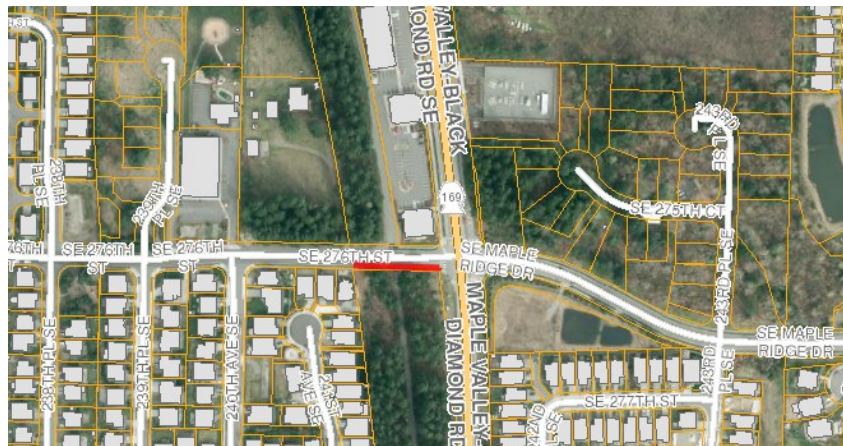
The Witte Road Phase 4 project design is now well underway. The design consultant, Mead & Hunt, has completed their survey work. Staff expects to receive the first set of design plans for review by early April. An open house for this project will be scheduled for residents on April 27th. The City of Maple Valley was awarded a \$75,000 pre-construction grant that will supplement project design. Staff is currently working with the Department of Ecology on finalizing the funding agreement. After this agreement is finalized, it will need to be accepted by City Council.

216th Avenue SE Roadway Improvement (T38)

The bid opening for this project was held on Thursday, March 3rd. There were eight (8) bidders, with Active Construction Inc. of Puyallup, WA being the lowest responsive and responsible bidder with a total bid of \$ 1,963,562.15. The project is expected to begin mid to late April. The City of Maple Valley was awarded Transportation Improvement Board (TIB) grant funding from the Urban Arterial Program (UAP). After review of the bid tab, the estimated funding by TIB has been adjusted to \$1,344,704. The City of Maple Valley was also awarded a \$45,000 grant for the construction of Water Quality Improvement for this project by King County.

SE 276th Street Non-Motorized Improvements (T33a)

This project will construct a missing link of sidewalk along SE 276th just west of SR 169. It is currently being designed by AHBL and it is anticipated to be advertised for construction bids later this spring. This project will be combined with T33b (see below) for efficiencies. The aerial shown to the right highlights the area of missing sidewalk in red.



STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

240th Avenue SE Improvements (T33b)

In conjunction with the South Fork subdivision work, this project completes the missing link between SE 271st Street and SE 279th Street along 240th Avenue SE. This project will construct the missing “half street” just to the east of Glacier Park Elementary School. As stated in the description for Project T33a above, it is being combined with the SE 276th Street Non-Motorized project to provide construction efficiencies and is also being design by AHBL. Both projects T33a & T33b are anticipated to be ready to advertise in early May.

Fernwood Estates Drainage Improvement Project

The purpose of this project is to replace deteriorated/crushed pipes and catch basins located in Fernwood Estates Division 2 area. The storm infrastructure has reached the end of its useful life showing cracks, leaks, and has locations where the pipe has been crushed. It is anticipated that without repairs the system is likely to collapse. Preliminary construction work includes the removal of the existing stormwater system, the repair/replacement of existing driveway, curb, and sidewalk that have been damaged by settling storm system, installing spill control, and repairing sidewalk ramps. The preliminary engineering cost estimate to be about \$130,000. This cost includes design, construction, inspection, and engineering management. The construction phase is expected to occur in summer 2016. Design is underway.

Cedar Downs Div. 3 Drainage Improvement Project (S-12)

This project includes the removal and replacement of existing deteriorated stormwater pipes and catch basins. Other work includes removing sediment, overgrowth vegetation and trees located in the pond and expanding the pond to increase capacity and improve water quality. The bid documents are currently being prepared. Staff is working closely with the property owner to negotiate necessary easements needed to complete the work.

DEPARTMENT UPDATE

Planning Commission

The Planning Commission is nearing the end of their review of the zoning code update. At the meeting on March 2nd, the Commission heard a presentation on homelessness and the regional resources to address homelessness from Chief Nesel. Following the Chief’s presentation there were presentations from two developers looking to potentially bring mixed use projects to Maple Valley. The first presentation by the architect/planner for Curtis Lang Custom Homes showed depictions for approximately 20,000 square feet of retail and 175 apartment units on property currently for sale at the corner of Hwy 169 and SE 264th St. The second developer presentation was by Chris Pallis for a proposed project behind the Safeway property. This proposal includes approximately 6,500 square feet of commercial space and 130 apartment units. With limited time left at the meeting, the Commission began discussing the amount of commercial space that would be required as a minimum for mixed use projects. The next meeting will continue with these discussions. The Commission is on track to be completed with the zoning work including holding a public hearing on the updates by May 2016.

DEPARTMENT UPDATE

Lakes Program

The next Lake Wilderness Citizen Advisory Committee meeting is scheduled on Thursday, May 5th at 6:00 pm at the Lake Wilderness Lodge.

Traffic Management

Staff continues to work closely with police and a number of neighborhoods where speeding and cut through traffic continue to be a concern. Traffic speed data has been shared with a couple of the neighborhoods. A neighborhood meeting with the Lake Forest Estates and Highlands at Lake Wilderness residents was held on March 30th at Lake Wilderness Lodge.

Solid Waste

Staff is working with the King County Solid Waste Division and the cities of Black Diamond and Covington to bring a film screening to the public of the award winning short film [Just Eat It. A food waste story](#). The film screening will take place at Kentlake High School Performing Arts Center (21401 SE Falcon Way, Kent, WA 98042) on Thursday, April 28, 2016; doors open at 6:00 pm (film screening runs 7:00 pm to 8:15 pm and will be followed by a panel Q & A session). Roughly 133 billion pounds of food goes uneaten in the U.S. each year, much of it enters the waste stream and ends up in landfills. The film follows food from the farm to your table and will change the way viewers think about food and food waste.



Residential Subdivisions and Available Lots

Stats

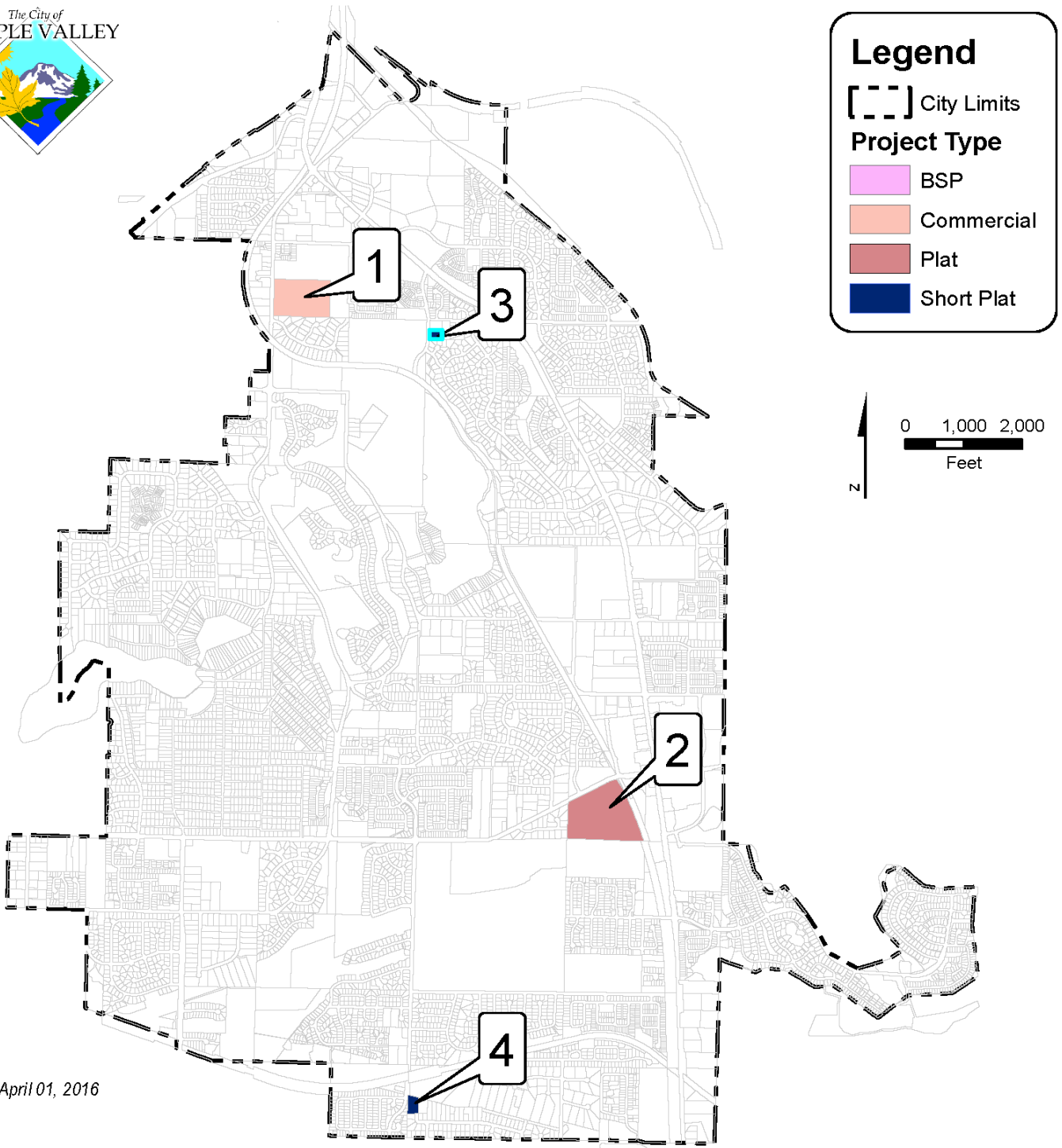
File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued			Available Building Lots
								Prior to 2015	2015	2016	
CD0609-002	Sawyer's Crest	2/10/2005		N/A	5/14/2007	50	N/A	50	0	0	0
CD0811-001	Sawyer's Crest 2	1/25/2006		N/A	2/9/2009	30	N/A	30	0	0	0
CD0812-002	Sun Ridge at Elk Run 3	5/4/2006		N/A	3/23/2009	75	N/A	73	2	0	0
CD0806-004	Mountain View	5/31/2005		N/A	4/12/2010	43	N/A	43	0	0	0
CD1103-001	Rock Creek Meadows	8/15/2006		N/A	9/26/2011	34	N/A	34	0	0	0
CD1307-002	Reserve at Maple Valley	9/28/2005		N/A	11/13/2013	60	N/A	60	0	0	0
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	9	0	0	2
CD1308-005	Arbors Phase 1	7/18/2007		N/A	1/13/2014	44	N/A	43	1	0	0
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	14	0	0	1
CD1406-005	Arbors Phase 2	7/18/2007		N/A	9/22/2014	34	N/A	33	1	0	0
CD1404-002	Rock Creek Reserve	9/1/2006		N/A	9/22/2014	25	N/A	4	18	3	0
CD1308-001	Terrace at Maple Woods	5/5/2014		N/A	7/27/2015	35	N/A		6	4	25
CD0804-004	Sun Ridge at Elk Run 4 D 1	6/12/2012		N/A	8/24/2015	59	N/A		4	8	47
CD0602-005	Arbors Phase 3	7/18/2007	48	7/15/2017	No		yes				0
CD0602-005	Arbors Phase 4	7/18/2007	9	7/15/2017	No		yes				0
CD1308-004	Yellow Rock Road	4/1/2014	6	4/1/2017	No		yes				0
CD0702-001	South Fork	7/31/2007	10	7/28/2017	No		No				0
CD0702-010	Malloy	10/5/2007	44	10/2/2017	No		No				0
CD0601-010	Wilderness Hills 3	12/11/2007	22	12/8/2017	No		No				0
CD0711-002	Sun Ridge at Elk Run 4 D 2	9/19/2012	6	9/18/2019	No		No				0
CD1506-007	Shavano Park	2/9/2016	51	2/7/2021	No		No				0
CD1602-001	Overlook at Summit Park	in review	135	N/A	No		No				0
Total			331			515		393	32	15	75

Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status
CD1307-004	Hope Fellowship	7,942	Building addition	Under construction
CD1406-001	Four Corners Sq. Bldg. L	5,600	New construction	Under construction
CD1412-002	Tahoma High School	315,000	New construction	Under construction
CD1501-005	St. George Episcopal	5,000	New construction	In site dev review
CD 1601-001	Lake Wilderness Elementary School	92,306	New Construction	In Site Development Review
Total		425,848		

Pre-Application Conferences

Type	2015	2016 1st Quarter	2016 2nd Quarter	2016 3rd Quarter	2016 4th Quarter	2016 YTD
Commercial	4					0
Residential	20	3				3
Other Review Meetings	11	2				2
Totals	35	5	0	0	0	5



Updated: April 01, 2016

Projects Under Review

No.	Name	Project Type	Description	Lots/SqFt	Status
1	Lake Wilderness Elementary School	Commercial	School Replacement		Under review
2	Overlook at Summit Park	Plat	Preliminary Plat		Under review
3	Trailside	Short Plat	Preliminary Short Plat		Under review
4	Vanderwaal	Short Plat	Preliminary Short Plat		Under review